

**APPROVED 9/3/2002**

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series  
Item #

5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD  
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

\_\_\_ ORIGINAL SUBMISSION  
\_\_\_ RECERTIFICATION  
\_\_\_ REPLACEMENT PAGE  
\_\_\_ ADDENDUM PAGE

809 - ASSOC COMM FOR FAMILY HEALTH											
1.1	3632	SERVICE DELIVERY INTEGRATION SIEBR'S PROJECT FILES	7		7	C		E	X		
1.1	5139	CLIENT HISTORY REPORTS	6Y3MOS		6Y3MOS	O		M			
1.1	5494	SERVICE DELIVERY INTEGRATION CONTRACTOR MANUAL	4		4	O		P			
1.1.006	4293	COMPLAINT FILES	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	4243	ADMINISTRATIVE CORRESPONDENCE	3		3	O	R	P	X		
1.1.008	5652	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.013	5669	ITINERARY INFORMATION	CE+1		CE+1	O		O			PAPER, ELECTRONIC
1.1.027	5670	PROPOSED LEGISLATION	AV		AV	O		O			PAPER, ELECTRONIC
1.1.040	5671	SPEECHES	2		2	O	R	O			PAPER, ELECTRONIC
1.1.055	164	STRATEGIC PLANS	AC+6		AC+6	O	A	P			
1.1.056	305	ADA DOCUMENTATION	3		3	O		P			28CFR35.105(c)
1.1.057	1495	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.3.001	4189	PUBLICATIONS (HC, SDI)	AC/US+5		AC/US+5	O		O			PAPER, ELECTRONIC; FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. WEB PUBLICATIONS ARE MADE AVAILABLE TO THE PUBLIC ONLINE FOR AT LEAST TWO YEARS, THEN RETAINED FOR APPROPRIATE PERIOD ACCORDING TO RETENTION FOR THEIR RECORDS SERIES.
1.3.002	3974	PUBLICATION DEVELOPMENT FILES (HC)	AV		AV	O	R	P			

RETENTION CODES (Field 7)

\* - All Audit Requirements Will Be Met  
AC - After Closed, Terminated, Completed, Expired, Settled  
AV - As Long As Administratively Valuable  
CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset  
MO - Months  
PM - Permanent  
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper  
M - Microfilm  
C - Computer Print-Out  
E - Electronic  
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State  
I - Retain in Agency  
R - Review by State  
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record  
C - Confidential

VITAL CODES (Field 11)

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3.1	491	PARKING INFRACTIONS	FE+1		FE+1	O		P			
3.1.001	493	APPLICATIONS FOR PERMANENT EMPLOYMENT- NOT HIRED	2		2	O		P			29CFR1602.31(a) CONTAINS SOME CONFIDENTIAL INFORMATION.
3.1.014	1513	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X		
3.1.018	588	GRIEVANCE RECORDS	AC+2		AC+2	O		P	X		AC=FINAL DECISION ON GRIEVANCE / MAY CONTAIN CONFIDENTIAL INFORMATION
3.1.019	712	PERFORMANCE JOURNALS	2		2	O		P			29 CRF 1620.32(A); MAY CONTAIN CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	738	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION; AC=TERMINATION OF CORRECTIVE ACTION
3.1.022	739	PERSONNEL INFORMATION OR ACTION FORMS	2		2	O		P			29 CFR1602.31(a)/CONVENIENCE COPY
3.1.023	741	POSITION JOB DESCRIPTIONS	US+4		US+4	O		O	X		40TAC815.6(I); PAPER, ELECTRONIC
3.1.034	752	RESUMES - UNSOLICITED	1		1	O		P			
3.2	2084	PAYROLL WARRANT LISTING	1		1	O		P			
3.3.023	135	TRAVEL AUTHORIZATION REQUEST	FE+3		FE+3	O		P			
3.3.023	753	TUITION ASSISTANCE REQUESTS	FE+3		FE+3	O		P			
3.4.007	768	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+3		FE+3	O		O			PAPER, ELECTRONIC
4.5.006	990	ANNUAL OPERATING BUDGETS	FE+3		FE+3	O		P			
4.7.004	1244	CAPITAL ASSETS RECORDS	LA+3		LA+3	O		P			
5.1.001	1533	CONTRACT MONITORING RECORDS	AC+5		AC+5	O		O	X		PAPER & ELECTRONIC; AC=CONTRACT EXPIRATION DATE; RECORDS ARE RETAINED IN ACCORDANCE WITH FEDERAL REQUIREMENTS.

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5.1.011	1498	PHOTOCOPIER USE LOGS AND REPORTS	AV	AV	O	P	
5.2.014	1807	EQUIPMENT INVENTORY	FE+3	FE+3	O	P	
5.3.008	2004	PURCHASING LOG	FE+3	FE+3	O	P	
5.5.001	2027	BILLING DETAIL - TELECOMMUNICATIONS	FE+3	FE+3	O	P	

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